

**APPENDIX-II**

**APPLICATION FORM FOR EMPANELMENT AS RECOVERY AGENT**

Latest photograph  
(Self-attested)

1.	Name	
2.	Address	
3.	Constitution (Prop. /Partnership/ Pvt. Ltd. Co. etc)	
4.	Name(s) of key Person(s)	
5.	Contact No. (s) (Fax, Phone & Mobile)	
6.	E-mail Address	
7 (a)	Details of passing certificates as Recovery/ resolution Agents including of IIBF examination by key persons (enclose copy)	
7 (b)	Details of IIBF examination passed by other employees of the agency (enclose copy)	
8.	Area of operation (Mention specifically exposure in Rural & Semi-urban areas)	
9.	Institutions empaneled with	
10.	Details of past experience (Mention specifically exposure in Rural & Semi-urban areas)	
11.	Recovery made in last 2 years (for SBI & other banks separately) (Enclose separate sheet mentioning therein name of the Branch, Borrower, date of allotment, recovered amount & date of recovery)	
12.	Details of special achievement, if any (i.e. Enforcement / Auction/ Sale of properties)	

Place:

Date:

Signature:  
Letters)

(Name in Capital

- Certificate of Incorporation, MOA & AOA, commencement of business or partnership deed etc. should be submitted along with Application.
- Name and Particulars of employees should be submitted as attachment.
- Copy of the Certificate to be submitted along with the Application. If applicant is a Partnership Firm, all Partners to have successfully completed the Exam.
- Copy of Empanelment letter from Banks/FI to be attached along with the Application.